IM BOARD MEETING SUMMARY
October 25, 2001

Meeting Agenda

10:00 - 10:05 Introduction
- Review agenda (Griffin)
- Review action items (Griffin)

10:05 - 10:30 FY02 IM Services Reports (Griffin)
- Status
- Performance Measures
- Entrust
- FY02 Budget
- CIO Centralization/Consolidation of Services

10:30 - 10:55 FY02 IM Project Reports
- Status (Griffin/Hughes/Centeno)
- OA Report on IMSC (Talamini)
- Champions' Report on IMSC (Alleva/Stodolsky)

10:55 - 11:15 IM Board Reports
- CIAG Monthly Report (Dilworth)
- Security Report (Toy)

11:15 - 11:30 IMSC Review (Rasar)

Meeting Attendees

Name		Role	Organization	Contact #	Attendance
Valdez	**Bill**	**Chair**	**SC-5**	**6-9942**	**Local**
Riches	**Mike**	**Member**	**SC-70**	**3-3264**	**Local**
Griffin	**Ted**	**Exec. Sec.**	**SC-65**	**3-4556**	**Local**
Beall	Jeanne	Attendee	SC-65	3-4587	Local
Burris	Peggy	Member	SC-4	6-7265	Phone
Centeno	Kathi	Attendee	SC-65	3-5472	Local
Clay	Mitzi	Attendee	SC-62	3-3717	Local
Dilworth	Greg	Member	SC-17	3-2873	Local
Farrand	Sue	Attendee	SC-65	3-1884	Local
Forsythe	Todd	Attendee	SC-65	3-6409	Local
Hicks	Erskine	Ex Officio Member	OR	865-576-1113	Phone
Higgins	Joseph	Security Rep	SC-80	3-9546	Local
Hughes	Gene	Attendee	SC-65	3-5409	Local
Rasar	Kimberly	Attendee	SC-62	3-9617	Local
Stodolsky	Marvin	Attendee	SC-72	3-4475	Local
Talamini	Karen	Member	SC-14	3-4563	Local
Vann	Larry	Ex Officio Member	CH	630-252-2875	Phone
Wells	Isla	Attendee	SC-63	3-5590	Local
Woods	Bob	Member	SC-22	3-4801	Local
Yockman	Dick	Attendee	SC-65	3-3394	Local

Meeting Summary
Review agenda and action items
The action items from the September meeting were reviewed:

?? Identify need for homepage page redesign support among SC HQ program offices via e-mail. (Griffin)

Ted Griffin reported that SC-65 polled the SQ HQ Program offices, and that the following expressed a need for this service: SC-10, SC-5, and SC-7. Bob Woods requested more time to check with his organization. Mike Riches expressed SC-70's potential need for support in becoming Section 508 compliant. Mr. Griffin said he would follow-up with Dr. Woods and then present a schedule for providing homepage redesign support to these organizations at the next IM Board meeting.

?? Provide the IM Board with FY01 SC HQ IM costs using the FY02 SC HQ IM budget plan table format. (Griffin)

Mr. Griffin presented a table of costs as requested. Mr. Valdez expressed an interest in a breakdown of costs for Flexi-place support, which Mr. Griffin will provide following the meeting.

FY 02 IM Services Reports
Informational reports on the Entrust, SC IM Performance Measures, and the FY 2002 budget were made with no actions.

Mr. Griffin presented and reviewed the SC HQ IM Operating Plan for FY 2002. He also presented a milestone chart for all FY 2002 services. The chart shows the planned and actual milestones for each service (unless it is a level of effort service) listed in the Operating Plan, and will be used as the primary means of reporting status to the IM Board.

Dick Yockman reported on the status of the CIO Centralization/Consolidation of Services. He stated that project plans for each of the first six areas of the plan were being developed, and due to be submitted to Deputy Secretary Blake by November 16. The Board requested that they be informed of aspects of the project that may affect current and planned SC-65 IM projects and services. Mr. Yockman stated that he would brief the Board each month accordingly.

FY 02 IM Project Reports
Mr. Griffin provided the 21-step "best-practice" process that each IM project will follow. He then presented a schedule for all FY 2002 projects. The schedule shows when each of 21 steps will take place for each project listed in the Operating Plan, and will be used as the primary means of reporting status to the IM Board.

Informational reports on IMSC were made with no actions. Kathi Centeno reported on SCIP implementation, which is scheduled for November 19. Ms. Centeno stated that since the network slowness problems have been resolved, SCIP rollout will proceed as planned.

IM Board Reports
Informational reports on CIAG and Security were made with no actions.

IMSC Review (Rasar)
Kimberly Rasar provided a status of the IMSC Review project. The review is expected to occur on January 29th to 31st, 2002. Ms. Rasar stated that the agenda and the outline for the review have been finalized, and that the scope of the project has been defined to include development costs only. She also stated that IM Board members were welcome to attend the review, but asked that she be notified in advance.

Action Items
?? Develop schedule for providing homepage redesign support to organizations requesting this service. (Griffin)

?? Provide a breakdown of costs for Flexi-place support to Bill Valdez. (Griffin)